



**JUSTICE AND PUBLIC  
SAFETY CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**AUTHORITY and  
REFERENCES:  
505 KAR 1:130  
KRS 15A.0652**

**CHAPTER: Juvenile Services in Community**

**SUBJECT: Electronic Monitoring**

**POLICY NUMBER: 611**

**TOTAL PAGES: 3**

**EFFECTIVE DATE: 1/04/2016**

**APPROVAL: Bob D. Hayter**

**COMMISSIONER**

**I. POLICY**

Probated, committed, or sentenced youth may be subject to electronic monitoring.

**II. APPLICABILITY**

This policy and procedure shall apply to all community services offices.

**III. DEFINITIONS**

Refer to Chapter 600

**IV. PROCEDURES**

- A. Electronic monitoring is a supervision tool that provides information about the youth's presence at, or absence from, his or her residence, or other assigned location. Electronic monitoring may include ankle monitors, passive or active Global Positioning System (GPS), and voice verification equipment.
- B. When using electronic monitoring:
  - 1. Continued violations may result in increased graduated responses.
  - 2. Compliance may result in a reduction in the use of graduated response(s).
  - 3. Consideration should be given to the age and Intelligence Quotient (IQ) of youth targeted for electronic monitoring. Young, immature youth (eleven (11) to twelve (12) years of age), or low functioning youth may not respond well to electronic monitoring, therefore, lessening the effectiveness. In these situations, it is suggested that the Juvenile Service Worker (JSW) discuss the appropriate actions with the Juvenile Services District Supervisor (JSDS).

<b>POLICY NUMBER</b> <b>DJJ 611</b>	<b>EFFECTIVE DATE</b> <b>1/04/2016</b>	<b>PAGE NUMBER</b> <b>2 of 3</b>
--	---	-------------------------------------

- C. Electronic monitoring shall be used for:
  - 1. Youth on conditions awaiting placement;
  - 2. Youth with pending charges while on conditions of supervision; or
  - 3. Youth pending a community based revocation hearing.
- D. Electronic monitoring may be used for:
  - 1. Monitoring curfew;
  - 2. Short term intervention as a result of a violation;
  - 3. Graduated responses; or
  - 4. Transition from placement to residing with a parent or caregiver.
- E. The use of electronic monitoring shall be reflected in the electronic record.
- F. Youth and their parent or caregiver shall be instructed on the use, care, and responsibility of the electronic monitoring equipment. The youth, their parent or caregiver, and the Department of Juvenile Justice (DJJ) representative shall sign and date that all parties have been informed of the use, care, and responsibilities regarding the equipment. The youth and parent or caregiver may be responsible for damaged or lost equipment.
- G. In the event that electronic monitoring equipment is lost, stolen, or damaged, the JSW shall complete and submit a memorandum to the JSDS.
  - 1. In the event the equipment is lost, stolen, or damaged, the youth and their parent or caregiver may be required to pay restitution.
  - 2. Criminal charges may be filed.
- H. The JSDS or designee shall maintain an inventory of electronic monitoring equipment. The inventory shall include the following:
  - 1. Name of the JSW who has the electronic monitoring equipment;
  - 2. Type of equipment issued by serial number;
  - 3. Date issued; and,
  - 4. Date returned and condition of equipment.
- I. The JSDS or designee shall maintain a record and tracking system for the electronic equipment.
- K. The ordering of equipment and supplies shall be the responsibility of the Division Director of Community and Mental Health Services or designee.

## **V. STAFF TRAINING**

The JSDS shall ensure that all community staff are trained on the following:

- A. The electronic monitoring vendor training curriculum, as needed; and
- B. Departmental electronic monitoring procedures, annually.

<b>POLICY NUMBER</b> <b>DJJ 611</b>	<b>EFFECTIVE DATE</b>	<b>PAGE NUMBER</b> <b>3 of 3</b>
--	-----------------------	-------------------------------------

**VI. MONITORING MECHANISM**

- A. The Division Director of Community and Mental Health Services or designee, in conjunction with the Quality Assurance Branch, shall develop monitoring protocols to be used by the Juvenile Services District Supervisor.
- B. The Division Director of Community and Mental Health Services or designee shall compile an annual report, to be provided at the end of each fiscal year, detailing the number and type of units currently available, lost, stolen, or damaged, and actions taken to recover.